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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Washington, D. C.

Number 79  
February 24, 1947

Reserve

PROCEDURE TRANSMITTAL

NEW RELEASES

ADMINISTRATIVE NOTICE  
NO. 47  
2-21-47

ORGANIZATION CHANGES IN FISCAL BRANCH: Effective February 21, 1947, the Program Accounting Division, Fiscal Branch at New York City is abolished and certain functions are transferred to Fiscal Branch Divisions in Washington. (Distributed separately)

106.2  
2-19-47

RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU FIELD SERVICE: Notifies field offices of PMA of the functions and locations of Budget Bureau Field Offices, asks PMA field offices to cooperate with Budget Bureau and prescribes procedure for reporting interchange of information.

111.17  
2-6-47  
(Supersedes 111.17  
dated 6-4-46)

FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - WASHINGTON Revised in accordance with reorganization of the Washington office.

Temporary 412.1  
2-18-47  
(Supersedes 412.1  
dated 8-8-46)

PROCUREMENT OF CARBON-INTERLEAVED FORMS AND TABULATING CARDS: Revised to make known the greatly increased penalty rates for rush printing, and to advise that snap-out forms must be ordered from 120 to 320 days prior to delivery date.

Temporary  
441.3  
2-18-47

CORRESPONDENCE - RESPONSIBILITY FOR VISA: Places responsibility on branches and staff offices for visa or jacketed correspondence. Effective February 20, 1947, the Visa Unit of the Communications Section, Administrative Services Division, was abolished. Responsibility for control and follow-up on jacketed correspondence remains in the Communications Section. This Instruction was distributed separately to A (Washington only and W Manual holders only.)

CHANGE

114.5  
6-4-46

FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - FIELD Block chart revised in accordance with reorganization of Washington office. Remove Exhibit A, dated 6-4-46 from the Manual and insert new Exhibit A, dated 2-6-47.

[illegible]

RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU  
FIELD SERVICE

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Administration  
Basic  
Program Coordination

## I PURPOSE

This Instruction states policy and practice governing relationships between PMA field offices and the Budget Bureau Field Service.

## II BACKGROUND

As an aid to better governmental management the Bureau of the Budget has established four field offices to work on the field operations of the Federal Government. These offices are authorized to initiate inquiry into any phase of field operations of the Federal Government of interest to the Bureau of the Budget and they are prepared to render such service and assistance to government departments as may be requested.

## III LOCATION OF BUDGET BUREAU FIELD OFFICES AND OFFICERS IN CHARGE

Byron Mitchell  
U. S. Bureau of the Budget  
Room 505, 1114 Commerce Street  
Dallas 2, Texas

L. C. Gibson  
U. S. Bureau of the Budget  
802 New Post Office Building  
Chicago 7, Illinois

J. W. Rupley  
U. S. Bureau of the Budget  
Room 133, Federal Office Bldg.  
Civic Center  
San Francisco, 2, California

W. R. Vawter  
U. S. Bureau of the Budget  
825 University Building  
910 16th Street  
Denver 2, Colorado

## IV FUNCTIONS OF BUDGET BUREAU FIELD SERVICE

A Counsels With Federal Agencies - The Budget Bureau Field Service offices familiarize themselves with the operations of Federal agencies in the field in order to develop and promote an understanding of the problems and programs of Federal field office administration. They are frequently in a position to help Federal agencies overcome difficulties by consultation and recommendation. Through these offices, the experience of one agency in meeting problems can be made available to others faced with similar problems. Consultations between the Budget Bureau Field Service and the field staff of Federal agencies also look toward the development of better means of coordinating Federal programs and the improvement of interagency relationships in the field.

B Makes Studies and Recommendations - The Budget Bureau Field Service offices keep the Bureau of the Budget informed of the progress of Federal programs in the field and of the extent to which, and places where, the services and facilities of the Bureau may be utilized to assist agencies in improving their administration. Studies are undertaken



RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU  
FIELD SERVICE

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## (IV B)

by these offices at the request of the director of one of the divisions of the Bureau in order to bring field observation and experience to bear upon the Bureau's work with the agencies. Such studies are also undertaken by these offices on their own initiative so as to afford maximum assistance to the Bureau and to the agencies.

C Examines Utilization of Space, Supplies, and Equipment - The Budget Bureau Field Service aids in effecting improved utilization of space, supplies, and equipment including the identification and location of surpluses.

D Counsels With State and Local Officials - The Budget Bureau Field Service consults with officials of State and local governments with respect to grant-in-aid and other Federal programs that are of concern to them. Reports are made to the Bureau on problems arising out of Federal-State-local relationships with recommendations for their solution.

## V POLICY

PMA field offices shall recognize the Budget Bureau field offices as representatives of the President of the United States, and give such officers full cooperation in their work. Heads of PMA field offices may make requests on Budget Bureau field offices for information or service but all such requests should first be cleared by their Washington offices, which in turn shall obtain clearance from the Director, Budget and Management Branch.

## VI RULES GOVERNING INTERCHANGE OF INFORMATION

A Factual Information - The Budget Bureau field officer shall be given full and direct access to all sources of factual information in the field offices of PMA.

B Policy Information - Where policies are clearly established and definitely known, the head of a field office may, in his discretion, release such information directly to the Budget Bureau field officer, without prior clearance. However, field offices shall not release information on policies which are in formative or discussion stages without first obtaining clearance on such release from their Washington offices.

C Reports - Field offices shall furnish their Washington offices with full and complete reports on (1) all inquiries received from and (2) all information furnished to the Budget Bureau Field Service, including copies, in duplicate, of all financial and statistical tabulations included with other information. Washington branch offices in turn shall forward such reports to the Budget and Management Branch for transmittal to the Department. Field offices are urged to furnish prompt and full reports on their contacts with Budget Bureau field offices.

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Administrative  
Organization  
Washington

## I PURPOSE

This Instruction outlines the major functions and responsibilities of the Labor (LR) Branch which consists of the Mexico City Office and the following four divisions: Program Division, Transportation Division, Shelter and Feeding Division and Health Services Division. Exhibit A, attached to Instruction 114.5, outlines in chart form, the organization of the Branch in Washington and the Field.

## II FUNCTIONS OF THE OFFICE OF THE DIRECTOR

A Staff Assistance - Advises and assists the Administrator and his staff concerning the labor and manpower programs of the Administration.

B Program Direction - Directs and supervises the activities of the Branch in Washington and the field; negotiates contracts with foreign governments relative to the importation of foreign agricultural workers.

C Administrative Management - Plans and carries out administrative policies and procedures essential to Branch operations through determining requirements and recommending appropriate action to be taken on budgetary, personnel, fiscal, organization and other management services.

D Contract and Compliance Procedures - Establishes standards governing contractual relationships between imported agricultural workers and growers contracting for such workers to assure that the responsibilities of all parties are fully set forth; develops procedures providing compliance with contractual provisions and the withholding and transmittal of funds as provided in international and growers' contracts.

## III FUNCTIONS OF THE PROGRAM DIVISION

A Program Development - Coordinates the development and planning of programs for meeting farm labor and allied problems of PMA; responsible for liaison with other agencies, groups or individuals in the development and initiation of general program policies.

B Requirements and Certification - Analyzes all certificates of need for foreign workers and other pertinent data from the field; rejects the certification or makes an allotment of laborers, specifying the source of workers and the conditions of employment.

C Reports and Analysis - Receives all reports from Divisional Offices reflecting shelter, feeding, health services and other activities and provides the director and appropriate divisions with summaries recommending necessary action or improvements; studies specific labor problems and recommends appropriate solutions.



IV FUNCTIONS OF THE TRANSPORTATION DIVISION

A Transportation, Equipment, and Routing - Obtains all railroad or other transportation equipment required to transport imported agricultural workers; schedules all international and interstate movements of imported agricultural workers, and intrastate movements involving 25 or more agricultural workers, through arrangements with railroad or steamship representatives; provides for the serving of necessary meals in transit; and arranges for suitable personnel to escort the movement until arrival at point of destination.

B Repatriated or Deceased Workers - Secures transportation for repatriated workers; directs the collection of effects and earned wages of deceased workers, and the return of such effects and wages to previously designated next of kin.

V FUNCTIONS OF THE SHELTER AND FEEDING DIVISION

A Shelter - Develops detailed procedures and standards governing Branch-operated facilities used to house agricultural workers; provides technical direction for the operation of housing facilities.

B Feeding - Develops procedures and standards governing grower and Branch-operated facilities used in feeding agricultural workers; provides technical direction for the operation of feeding facilities; maintains current records indicating costs of operation.

C Buildings and Equipment - Plans and directs the utilization and maintenance of farm labor supply center buildings and equipment.

D Inspection - Prepares procedures and instructions governing the inspection and approval of shelter and feeding facilities used to house or feed agricultural workers.

E Community Services - Technically directs the establishment and continuation of community services in camps housing agricultural workers, including recreational activities, religious services, and so forth.

VI FUNCTIONS OF THE HEALTH SERVICES DIVISION

A Program Development - Develops and directs programs and procedures to provide eligible agricultural workers with medical, surgical and dental care, hospitalization, preventive and nursing services; develops and directs sanitation, safety and accident prevention programs.

B Agricultural Workers Health Associations - Develops policies and operating procedures governing the activities of agricultural workers health associations.

C Collaboration - Collaborates with Federal, State, and other agencies engaged in health, safety and sanitation activities, enlisting their cooperation on behalf of agricultural workers.



Administrative  
Organization  
Washington

## VII FUNCTIONS OF THE MEXICO CITY OFFICE

A State Department Liaison - Serves as liaison with the U. S. Ambassador to Mexico to aid in the negotiation of international agreements; from time to time advises concerning the general progress of the foreign agricultural labor program and represents the Branch Director regarding any special problem that may arise.

B Mexican Government Liaison - Serves as liaison with representatives of the Mexican Government, railroads and banks regarding contractual, operational and policy matters, worker complaints, accidents and deaths.

C Recruitment - Supervises the screening, recruiting and processing of all workers selected for movement into the United States; makes all necessary arrangements for railroad equipment and schedules to accommodate both recruitment and repatriation movement.

D Worker Contracts - Assists repatriated workers with problems of trust fund deductions and other funds due them; contacts repatriated workers for medical or other reasons.

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PROCUREMENT OF CARBON-INTERLEAVED FORMS AND TABULATING CARDS

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Office Services  
Procurement  
Printing and Reproduction  
Services

## I GENERAL

Effective July 1, 1946, all carbon-interleaved forms and tabulating cards will be procured under contracts made by the Government Printing Office. It is already apparent that the cost of these supplies under the best circumstances will be considerably higher during the fiscal year 1947. Rush orders will increase costs excessively, possibly 65 percent or more, over prices paid during the last fiscal year. In order to stay within budget limitations, it is imperative that needs be anticipated and orders scheduled in advance.

## II SCHEDULING ORDERS

Requisitioning officers shall review their needs and devise methods for advance scheduling of orders from their appropriate Administrative Services Division for the following supplies:

A Snap-out Forms (Including bookbound snap-out forms, fanfold forms, and continuous strip type forms) - The regular sources of supply for printing such items are setting up schedules of 120-240 days as a normal operation. Some forms will require 320 days for delivery. Since these specialty forms can be secured in less time only from a few firms who have established a policy of 30-60-90 days delivery at very high premium prices which we cannot afford under our present budget limitations, all requisitioning officers are requested to insure the availability of these items at reasonable prices by anticipating needs six months in advance. All requests requiring delivery within periods of less than 120 days must be supported by a statement indicating the exact nature of the program requirements and specific reasons why the need could not have been anticipated. The submission of such a statement will serve to expedite the placing of the orders and avoid unnecessary delays in obtaining the information. When these forms are ordered in quantities of 100,000 sets and over and a partial delivery will suffice, persons responsible for requisitioning these forms shall specify the partial quantity and date required to satisfy their immediate needs, as well as the complete delivery date.

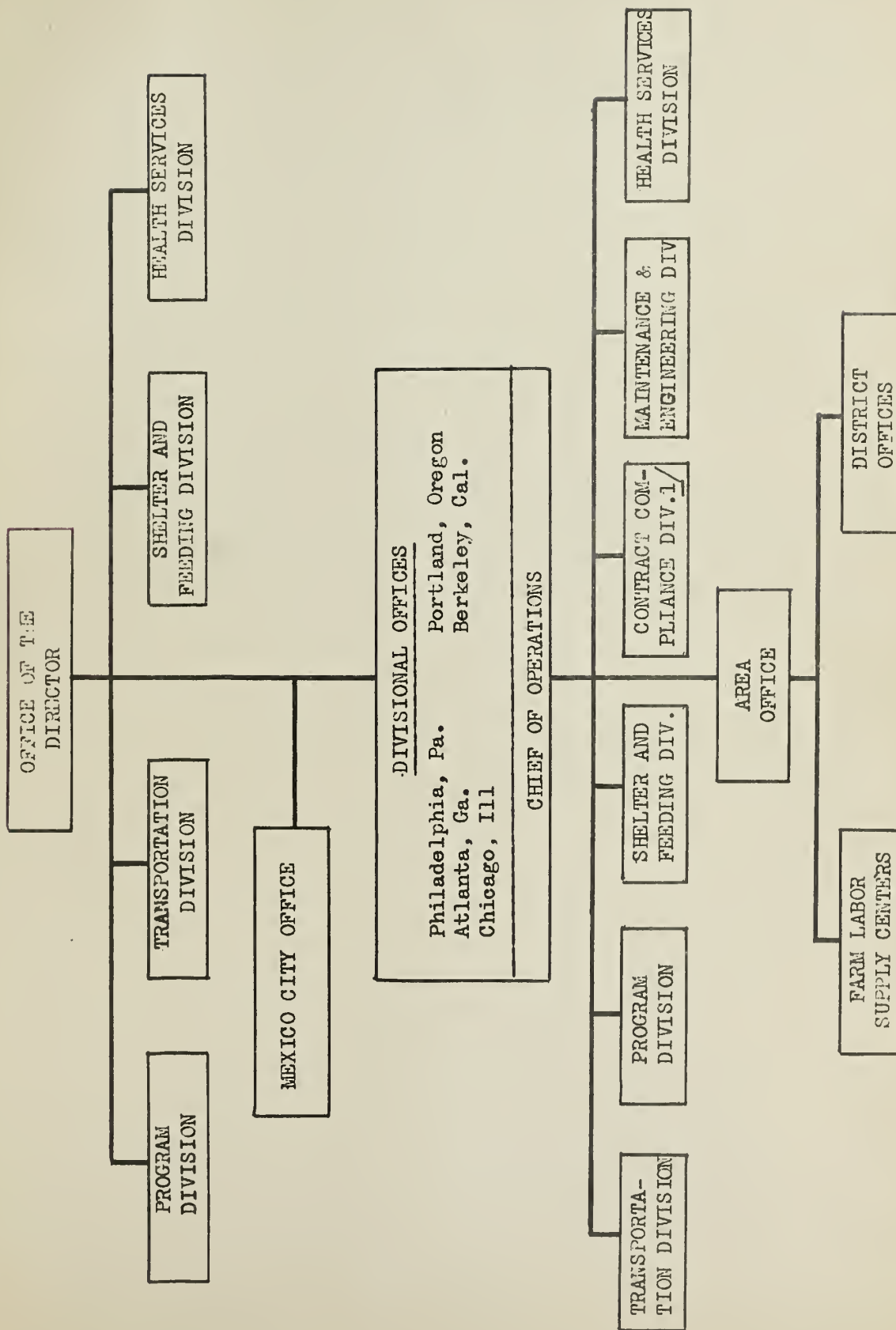
B Tabulating Cards - Repeat orders on tabulating cards shall be placed 30 days in advance. When a new tabulating card form is needed, an additional two weeks will be required.

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# ORGANIZATION OF THE LABOR BRANCH



1/ Maintained only at Philadelphia, Pa., for all but Mexican workers.



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CORRESPONDENCE - RESPONSIBILITY FOR VISE

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Office Services  
Communications  
Correspondence

## I CHANGE IN RESPONSIBILITY FOR VISE

Effective February 20, 1947, the Visa Unit of the Communications Section, Administrative Services (AS) Division, will be abolished. Each director and staff officer will be responsible for making certain that all correspondence prepared by his branch or staff office, for the signature of the Secretary or the Administrator, conforms to the requirements of PMA Manual Instruction 441.1 and the Department Correspondence Style Manual. The person designated in each branch and staff office to make final review for conformance with prescribed correspondence requirements shall be furnished with a copy of Instruction 441.1 and the Department Correspondence Style Manual.

## II CONTROL OF JACKETED CORRESPONDENCE

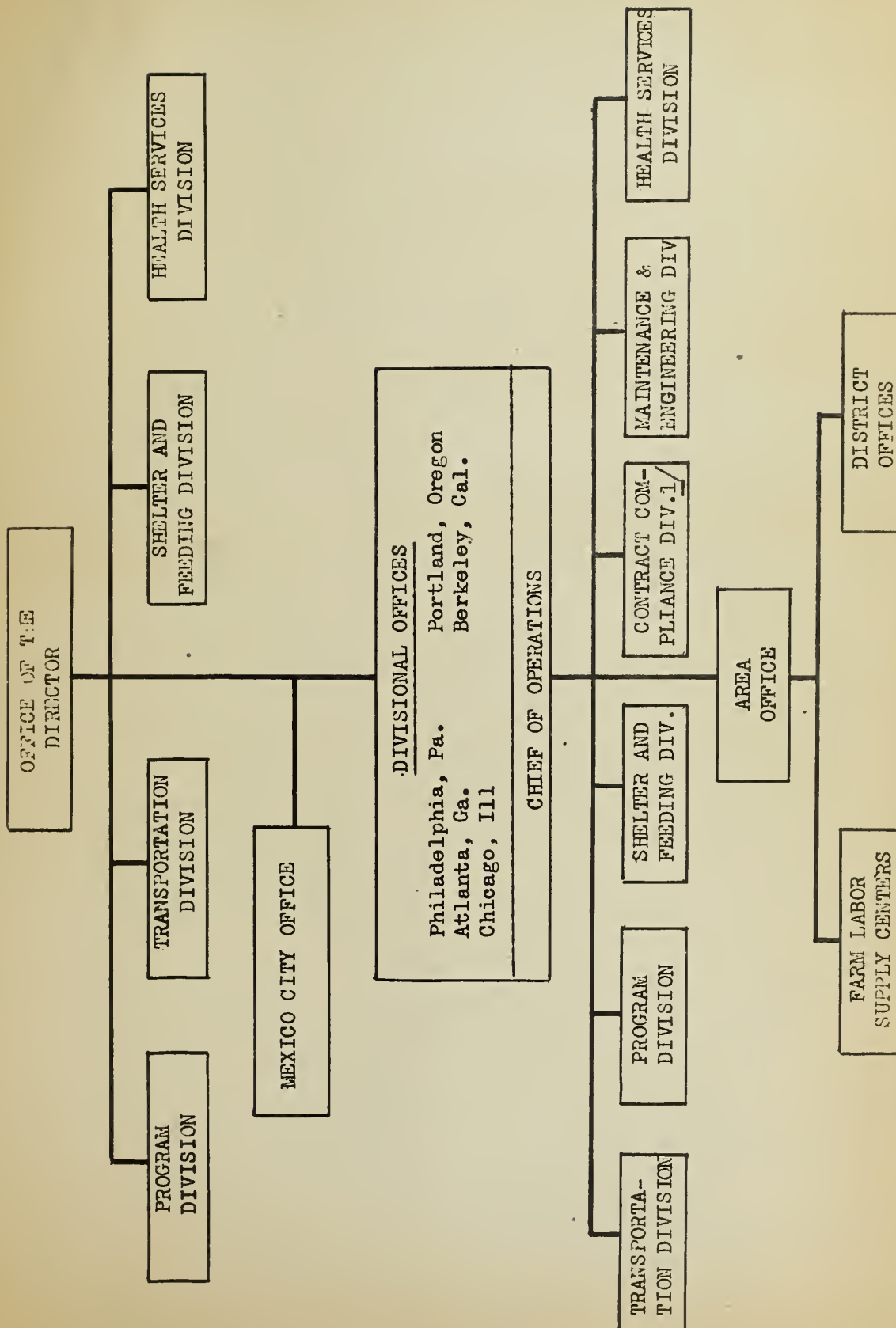
The Communications Section, AS Division, will continue to maintain a control and follow-up on all jacketed correspondence in order to assure action within established time limits. All such correspondence shall, therefore, be routed to the Communications Section.

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# ORGANIZATION OF THE LABOR BRANCH



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